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WorkCentre® 4118 Evaluator Guide

ABOUT THIS GUIDE

This guide will introduce you to the WorkCentre® 4118 digital multifunction system and aid you in your evaluation process.

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SECTION 1

Product Overview

The WorkCentre® 4118 multifunction system is a copier-based black and white multifunction system that helps busy small offices and workgroups save space by consolidating multiple devices into a single, small package – without losing functionality. This entry-level multifunction system delivers a strong range of features and capabilities at an affordable price.

The WorkCentre 4118 multifunction system delivers the right level of functionality for your small office or workgroup. It features rich copying and printing capabilities, as well as fax and colour scanning.

The WorkCentre 4118 delivers the following benefits to customers:

Designed for Small Offices

- Affordable, desktop device easily fits into space-constrained environments
- Easy to learn and use copy/print/fax/scan features
- Grows with your needs – add paper trays and a cabinet stand to regain desktop space
- Easy to install and manage, even without IT resources.

Robust Copier-Based Design

- 17 ppm copying and printing speed, up to 600 x 600 dpi resolution (up to 1200 dpi for print jobs)
- 20,000-sheet monthly duty cycle to support busy small workgroups
- 40-sheet automatic document feeder (ADF) reduces time spent on long copy and scan jobs
- Powerful copy features more commonly found on high-end systems include Auto-Fit, Edge Erase, Margin Shift, Book Copy, Insert Covers, Transparency Mode, Create Booklet Mode, N-up Copying and more.

Big Office Features

- 650-sheet standard paper capacity (1,200-sheet maximum), up to 8,000-image toner capacity to minimise user interventions
- Printing features include Two-Sided Printing, N-up Printing, Booklet Printing, Insert Covers, Collation, Poster Printing, Watermarks, Toner Save and optional network printing to support multiple users
- 3 second fax transmitting via 33.6 kbps connection, 200 speed dial and group dial numbers, JBIG/MH/MR/MMH compression options, JPEG compression for sending colour faxes and up to 406 x 392 superfine dpi resolution
- Up to 4800 dpi resolution colour scanning (interpolated), with bundled software, enables easy and efficient management, distribution and editing of scanned files.

WorkCentre 4118

Configurations and Options

copy | print | scan | fax

WORKCENTRE® 4118 STANDARD FEATURES

- **Up to 17 ppm printing and copying**
- **First page out time as fast as 10 seconds**
- **Warm up time as fast as 25 seconds**
- **Automatic two-sided printing**
- **Connectivity:**
  - Parallel port and USB connectivity
  - Optional 10/100 Base-T Ethernet with Networking Kit
- **650-sheet paper input capacity:**
  - 100-sheet bypass tray
  - 550-sheet paper tray
  - 1,200-sheet maximum paper input capacity with optional 2nd 550-sheet paper tray
- **Media Handling:**
  - Standard 40-sheet ADF
- **Media Support:**
  - Sizes – custom sizes up to 216 x 356 mm
  - Weights – 60 to 90 gsm. via all trays, 60 to 163 gsm. via bypass tray
- **Copy Features:**
  - Resolution up to 600 x 600 dpi
  - Up to 999 copy quantity
  - Book Copy, Margin Shift, ID Card Copy, N-Up Copying and more
- **Print Features:**
  - Resolution up to 1200 x 1200 dpi
  - PCL® 6 emulation, PCL 5e, Adobe® Postscript® 3™ (optional with Network Kit)
  - Microsoft® Windows® and Apple® Macintosh® compatibility
  - Optional Networking Kit enables shared/ work group printing
  - Booklet Printing Mode, N-Up Printing and more
- **Fax Features:**
  - 3 second transmission speeds at 33.6 Kbps
  - 200 speed dial entries
  - Compression methods - MH, MR, MMR, JBIG, JPEG
  - Transmission resolution up to 406 x 392 dpi
  - 8 MB standard fax memory
  - Supports custom page sizes up to A4
  - Support for Batch Files, Polling, Timers, Confidential Fax Receiving, Colour Fax Sending, Battery Backup
- **Scan Features:**
  - USB 2.0 or Parallel connectivity
  - Resolution up to 4800 (interpolated)
  - TWAIN and WIA Compatible Drivers
  - Nuance® PaperPort® SE 10.0
  - Nuance® OmniPage® SE 4.0

WorkCentre® 4118 Optional Accessories

Optional accessories for the WorkCentre 4118 include:

- Additional 550-sheet paper tray
- Cabinet Stand
- Networking Kit
- Foreign Device Interface

Additional 550-sheet Paper Tray

Cabinet Stand

Section 2

Evaluating Multifunction Systems

As the company that invented laser printing, Ethernet networking and the first digital multifunction system, Xerox has invested years of research and development into designing the most productive office systems in the industry. This experience has positioned Xerox as the recognised leader in office multifunction system design and performance.

Based on our in-depth understanding of customer needs in the office, Xerox recommends the following criteria be considered in the evaluation process of a desktop copier-based multifunction system:

- Productivity to support your small office/workgroup
- Easy to use and manage
- Space saving design that can grow with your needs.

This section of the Evaluator Guide will look at each of these areas, suggest ways you can evaluate a multifunction system's performance and capabilities in these areas and explain how the WorkCentre® 4118 multifunction system exceeds the expectations of desktop copier-based multifunction system customers on all counts.

EVALUATE PRODUCTIVITY

When evaluating for productivity, evaluate the **range of features and performance** delivered by the multifunction system and the needs of you and/or your workgroup. Will the **print speed** keep up with your workload? Match that with **first page out time** and you'll get a sense of **real throughput** – an indication of how the system will handle the average print jobs (which tend to be 3 to 5 pages in length) of a busy small office or workgroup. Does the printer deliver **print features** that will help increase your efficiency? Are the **copy speeds and features** appropriate to suit your copying needs? Are **faxing and scanning** a critical part of your office workflow? Does the system offer the **media flexibility** to support the **variety of jobs** you'll ask it to perform?

THE XEROX ADVANTAGE

HOW THE WORKCENTRE® 4118 MULTIFUNCTION SYSTEM EXCEEDS THE PRODUCTIVITY REQUIREMENT:

PRINT FEATURES

With up to 17 ppm black and white print speed and under 10 second first-page-out time, the WorkCentre 4118 multifunction system boasts the printing performance to handle the workload of your small office or workgroup. The average three page office print job will only require approximately 20 seconds from start to finish – helping you stay productive and get to your next task.

The WorkCentre 4118 delivers maximum 1200 x 1200 dpi print resolution, delivering sharp and professional looking printed documents. Standard two-sided printing is a convenient feature that maximises efficiency and reduces costs by decreasing the amount of paper used on a daily basis. Warm up time of just 25 seconds means you won't have to wait long for the WorkCentre 4118 to wake up from low-power mode.

THE XEROX ADVANTAGE

HOW THE WORKCENTRE® 4118 MULTIFUNCTION SYSTEM EXCEEDS THE PRODUCTIVITY REQUIREMENT (Continued):

COPY FEATURES

The WorkCentre 4118 features copy speeds of up to 17 ppm black and white, helping you complete most print jobs in seconds and even your longest copy jobs in minutes. With its standard 40-sheet ADF, the WorkCentre 4118 is an ideal choice for busy small offices and workgroups. Automatic two-sided printing helps save paper on longer copy jobs and up to 600 x 600 dpi resolution delivers crisp clear copies. A range of advanced features, including book copy, insert covers, edge erase, image repeat, margin shift, ID card copy, N-Up copy and more make this a full-featured copier for the desktop.

FAX FEATURES

The WorkCentre 4118 comes with fax functionality as standard. 33.6 Kbps transmission speeds, compression methods including MH, MR, MMR, JBIG and JPEG and 8 MB of dedicated fax memory create a high-performance fax solution. Up to 13 redial attempts can be set to occur in 1 to 15 minute intervals to help your faxes reach their destination without manually resending. 200 speed dial settings also help ease the process of sending faxes and advanced features include the ability to send colour faxes, the ability to receive confidential faxes, 72-hour battery backup, timers for delayed transmitting and sending batch files. The WorkCentre 4118 also enables setting up password protected mailboxes for storing frequently used documents, fax forwarding, fax polling and more.

The WorkCentre 4118 brings full-featured copying, with faxing and scanning capabilities, to your office environment.

SCAN FEATURES

The WorkCentre 4118 also brings convenient colour scanning capabilities via direct USB and parallel connections into your environment. The ADF makes scanning longer documents fast and efficient and colour scanning is useful for scanning photographs and colour office documents like charts and graphs. Resolutions up to 4800 x 600 dpi deliver sharp, clear images. Powerful scanning software is bundled with the WorkCentre 4118, including: Nuance® PaperPort® SE 10.0, an application for scanning, editing, routing and storing scanned images; and Nuance® OmniPage® SE 4.0, an optical character recognition application that enables the editing of scanned documents.

HOW THE WORKCENTRE® 4118 MULTIFUNCTION SYSTEM EXCEEDS THE PRODUCTIVITY REQUIREMENT (Continued):

PAPER HANDLING

The WorkCentre 4118 offers paper capacity of up to 1,200 sheets - helping you maximise productivity.

The paper handling capabilities of the WorkCentre 4118 are a critical part of overall productivity of the system. Paper capacity can be tailored for your environment, with 650 sheets standard (100-sheet bypass tray, 550-sheet paper tray) and 1,200 sheets maximum (with optional second 550-sheet paper tray).

Additionally, the 40-sheet ADF speeds longer copy and scan jobs by automating the scanning of multiple pages – eliminating the need to place pages one-at-a-time.

With the optional second paper tray, received faxes can have a dedicated tray and, for example, be printed on coloured paper for easy identification and retrieval. Further, auto tray switching automatically pulls sheets from the next tray if one becomes empty and the correct media is loaded in the other.

MEDIA FLEXIBILITY

The WorkCentre 4118 supports a range of paper sizes and weights to support the range of your employees' tasks. Custom paper sizes up to 216 x 356 mm allow for printing a variety of document types – with two-sided printing support for the same range of sizes. Paper weights from 60 - 90 gsm are supported through all trays, with heavier papers up to 163 gsm supported through the bypass tray. In addition to plain paper, the WorkCentre 4118 supports various specific media types including envelopes, labels, transparencies and more.

EVALUATE EASE OF USE AND MANAGEMENT

In small offices and workgroups, **ease of use** is a critical attribute of the systems you deploy in your environment – the multifunction system must be **easy for your employees to learn and use** and **easy for your staff to setup, administer and maintain**. A **simple user interface** will help users quickly learn how to use the multifunction system and get the most out of its capabilities. **Easy to use print drivers** will help employees set up their print jobs and get them right the first time. **Easy to access and use advanced features** give employees more tools to efficiently conduct business. Also of importance is how the multifunction system will **integrate into your infrastructure** and the **tools available for managing the multifunction system.**

THE XEROX ADVANTAGE

HOW THE WORKCENTRE® 4118 MULTIFUNCTION SYSTEM EXCEEDS THE EASE OF USE REQUIREMENT:

CONSISTENT USER INTERFACE

Whether executing a simple copy or print job or preparing a fax for delivery to multiple locations – a simple, intuitive and consistent user interface is an important attribute for your office multifunction system. The WorkCentre 4118 multifunction system's local user interface is organised to make the most commonly used features easily accessible, while keeping advanced functions easy to program – minimising the training required to get your users up and running. The WorkCentre 4118 user interface is consistent with other Xerox multifunction systems, enabling you to deploy a mix of Xerox products that will be familiar and easy to use for your employees.

EASY TO USE PRINT DRIVERS

The WorkCentre 4118 includes print drivers with a clear, graphical user interface that provides an easy, intuitive way to interact with the system. Similar to the local user interface, the print drivers give quick, easy access to the most commonly used features like two-sided printing, paper tray selection and collation.

ACCESSIBLE ADVANCED FEATURES

With advanced features like book copy, booklet printing and copying, cover inserts, edge erase, image repeat, margin shift, transparency interleaving and more – its important that these features are easy for employees to find in the user interface and put to use. Whether standing at the WorkCentre 4118 front panel, or accessing features through the print driver, your employees will be able to quickly and easily tap into the full range of the system's features.

The control panel is simple and intuitive.

LCD panel shows job and machine status.

Easy-to-use fax features are accessed by the touch of a single button.

Alpha-numeric keypad supports all fax operations.

Frequently used copier features such as collate, reduce/enlarge and lighten/darken are one-touch operations.

Device status display shows whether system is ready or needs attention.

THE XEROX ADVANTAGE

HOW THE WORKCENTRE® 4118 MULTIFUNCTION SYSTEM EXCEEDS THE EASE OF MANAGEMENT REQUIREMENT:

SYSTEM DEPLOYMENT

For small offices who have little or no IT support, new multifunction system systems must be easy to setup and deploy. The WorkCentre 4118 is simple to connect directly to a PC or Mac via USB or parallel and installing the drivers and management software is easy with the included installation and setup CD. WorkCentre 4118 multifunction systems with the network kit easily integrate into your network and are also easily installed to client PCs with the included driver installation CD.

Xerox CentreWare Web is web based software that installs, configures, manages, monitors and reports on the networked printers and multifunction devices throughout the enterprise – regardless of the manufacturer.

DEVICE MANAGEMENT

Xerox CentreWare® Web management software is a powerful enterprise-level management solution. CentreWare Web is optional, free software that eases the chore of installing, configuring, managing, monitoring and pulling reports from the networked printers and multifunction systems through the enterprise – regardless of vendor.

CentreWare Internet Services is a web server embedded in every WorkCentre product. You can submit and monitor print jobs and machine status from anywhere – from your intranet to the World Wide Web.

The WorkCentre 4118 also includes CentreWare® Internet Services, an embedded web server that enables device management capabilities including detailed status checks and modification of settings without any special software tools. Support for Novell NPDS and HP OpenView helps network enabled versions of the WorkCentre 4118 integrate into your existing network infrastructure.

For non-networked models, Xerox ControlCentre 5.0 manages fax setting and enables firmware upgrades.

EVALUATE SPACE EFFICIENCY AND EXPANDABILITY

For small offices and workgroups, **space is often limited** and office equipment that is purchased must have a **small footprint**. Consider the size and flexibility of the multifunction systems you are evaluating and how they can **integrate into your environment**. Can the system be **expanded** to grow if your needs change over time?

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HOW THE WORKCENTRE® 4118 MULTIFUNCTION SYSTEM EXCEEDS THE SPACE EFFICIENCY REQUIREMENT:

At just 455 mm tall, 560 mm wide and 430 mm deep, the WorkCentre 4118 multifunction system can easily fit into office environments. A desktop, direct-connect system in its base configuration – the WorkCentre 4118 is a great fit as a desktop device in a single employee office or for an executive assistant who needs a single device for printing, copying, faxing and scanning. With optional network connectivity, the WorkCentre 4118 can act as a shared printer – making it appropriate on a tabletop location convenient for multiple employees. The WorkCentre 4118 also has an optional cabinet stand, allowing the system to stand on its own and free up valuable desktop and tabletop space.

THE XEROX ADVANTAGE

HOW THE WORKCENTRE® 4118 MULTIFUNCTION SYSTEM EXCEEDS THE EXPANDABILITY REQUIREMENT:

MEDIA CAPACITY

The WorkCentre 4118 multifunction system comes standard with a 550-sheet paper tray – a convenient size in that it allows you to load an entire ream of 500-sheets while there are still some sheets remaining from the prior ream. If you add employees, find your print volumes increasing, or have a regular need for a second media size or type, you can add a second 550-sheet paper tray.

NETWORK CONNECTIVITY

The optional network kit enables you to share the WorkCentre 4118 as a network printer for the employees on your network. This can be added to the system at any time after your purchase – meaning the WorkCentre 4118 can be expanded to support multiple users if this becomes a requirement six months after you buy the system.

AUTOMATIC DOCUMENT FEEDER

The WorkCentre 4118 features a 40-sheet ADF, making longer copy jobs much more efficient and automated.

FOOTPRINT

In its base configuration, the WorkCentre 4118 is a desktop or tabletop copier-based multifunction system. As your business grows, or your workgroup becomes busier, you may need to reclaim space on your desks and tables. The optional cabinet stand can free this space up by making the WorkCentre 4118 a free-standing system.

SECTION 3

WorkCentre 4118 Configurations/Consumables/Options

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CONFIGURATIONS		WorkCentre 4118x
Speed		Up to 17 ppm (A4)
First-Page-Out Time		As fast as 10 seconds
Paper Handling		
Paper Input	Standard	**Automatic Document Feeder:** 40 sheets
		Bypass Tray: 100 sheets, Size: Custom sizes to 216 x 356 mm **Tray 1:** 550 sheets, Size: Custom sizes to 216 x 356 mm, Auto Tray Switching Capable
	Optional	**Tray 2:** 550 sheets, Size: Custom sizes to 216 x 356 mm
Copy		
Copy Resolution		600 x 600 dpi
Copy Features		Auto Fit, Auto Suppress, Book Copy, Booklet Mode, Clone, Collation, Covers, Create Booklet, Edge Erase, ID Card Copy, Margin Shift, N-Up, Transparency
Print		
Print Resolution		1200 x 1200 dpi
Print Features		Automatic Two-sided, Poster, Booklet Printing, Fit to Page, Reduce/Enlarge, Pages Per Side (up to 16), Cover Pages, Collate, Watermark
Fax		Walk-Up Fax (33.6 Kbps with JBIG Compression)
Fax Features		Secure Fax: Receive Mode, Secure Mailbox Toll Save, Priority Transmission, Polling, Forwarding, Send Colour Fax
Scan		Scan to Desktop, bundled OCR software (Nuance PaperPort® SE 10.0, Nuance OmniPage® SE 4.0), Colour Scan Capable
Duty Cycle		Up to 20,000 pages / month
Other Options		Network Kit, Foreign Device Interface Kit, Cabinet Stand
Warranty		One year on-site

DETAILED SPECIFICATIONS

Operating Environment

Temperature:	
Maximum Range:	10° – 32°C
Recommended Range:	16° – 30°C
Humidity:	
Maximum Range:	20 – 80 RH
Recommended Range:	30 – 70 RH

Electrical Requirement

Power:	220 - 240 V, 3.5 A
Power consumption:	
Normal Operation:	340 watts,
Ready Mode:	84 watts, Power Saver Mode: 16 watts
Sound power levels:	Run: 7.1 (B) Lwa,
	Standby: 5.1 (B) Lwa
Physical Dimensions	(WxDxH): 560 x 430 x 455 mm
	Weight: 26.8 kg

SERVICE AND SUPPORT

Unrivaled service and support

Behind every Xerox product is a large network of customer support that's unrivaled in the industry and available when you need it. Xerox service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox. And genuine Xerox supplies are always easily available.

ADDITIONAL INFORMATION SOURCES

The Front Panel

The Front Panel offers tools and information pages to help with machine set-up, feature selections, solve operational problems, media feed and supply issues.

The Customer Documentation contains:

- Read Me First
- Quick Reference Guide
- User Manual
- Print Driver (PCL)
- Scan Drivers
- Scan Software by Nuance®
- ControlCentre Management Software

With Optional Network Kit:

- System Administrators CD
- CentreWare Network Services

ON THE WEB

Visit **www.xerox.com/office** for:

- Product, supplies and support information
- Downloading drivers
- Finding your local reseller
- On-line documentation

Visit **www.xerox.com/office/support** for:

- Support and service information including the same troubleshooting knowledge base used by Xerox Customer Support staff to provide the latest technical information on:
  - Application issues
  - Errors
  - Print-quality issues
  - Troubleshooting

Xerox Green World Alliance

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